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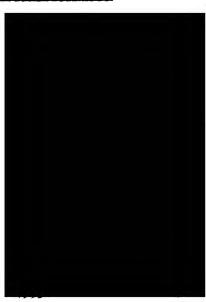
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Report of Sept. 1952

Distribution of Branch #ffort (Analysts Only

Activity

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ORGANIZATIONS BRANCH, D/S

Record of Time Allocation

Date	
Category	Time(Allocate to nearest quarter hr)
I. Branch Project (Project No.)	
A. Immarranted collection efforts	Andrew Andrew Andrew State Comments and the Comments and
B. Background research ² /	
C. Direct Project research2/	
II. External Projects 1	
III. Outside service	
IV. In-box (reading, recording, filing, etc.)6/	
V. Secretarial V	
VI. Administrative (Planning programs, staff meetings, etc. 5/)	
VII. Training 2/	
VIII. leave 10	territoria (in territoria de la comencia del la comencia de la comencia del la comencia del la comencia de la comencia del la comenci
TOTAL	

Includes the acquisition of historical information necessary to proceed with the project. Does not include general reading of intelligence matorial.

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Includes unusual time taken to follow up requests for Library service, to ascertain the existence and location of documents, to inquire into action taken on requirements, to acquire material which normally should have been distributed to the Branch, etc.

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- Includes in addition to work performed directly on the project, time required for intra- and inter-branch coordination, consultations, interrogations, etc.
- Includes time spent on requirements imposed by other branches in ORR.

 Time spent on joint projects is reported under Category I, giving appropriate project number.
- 5/ Miscellaneous consultations, evaluations, briefings, review of nonbranch reports, etc.
- 6/ Limited to general distribution of incoming mail. Reading of documents having specific application to projects is reported under Category I.
- I' Limited to secretarial duties performed when no secretary is available.
- Limited to general supervision and planning, attendance at staff meetings, etc. Direct supervision of project research is reported under Category T.
- 9/ Mim ted to payroll time reported on training programs.
- 10/ Annual, sick, and military heave should be designated.